**Division of INTERNATIONAL SERVICES**

# Request for New Post-doctoral Visiting Fellow (VF) or Supplemental Visiting Fellow (SF)

**Documents Required:**

- ❑ Completed NIH Form 829-2 (VF) or 829-7 (SF)
- ❑ FPS award number and/or FPS Fellowship Request form
- ❑ Copy of doctoral degree used to qualify for this award (e.g. M.D., Ph.D.)*
- ❑ If degree earned more than 5 years ago, SD or OIR approval**
- ❑ CV and Bibliography
- ❑ 3 letters of reference
- ❑ If J-1, four point memorandum for incidental patient contact (M.D. only)
- ❑ SF - Proof of supplemental funding***
- ❑ Copy of passport biographical page for VF/SF **and** each dependent
- ❑ If currently in the US:
  - ❑ Copy of current Form I-94 for VF/SF **and** dependents
  - ❑ Copy of most recent visa for VF/SF **and** dependents if available
  - ❑ Copy of immigration documents (see below)

  * Include translations of all foreign language documents

  ** If the doctoral degree was earned more than 5 years ago and the candidate has less than 5 years of relevant postdoctoral research experience, include Form 829-2 signed off by the Scientific Director (SD). If degree was earned more than 5 years ago and the candidate has more than 5 years of relevant postdoctoral research experience, OIR approval is needed prior to submission to DIS.

  *** Include the name of the organization, amount of funding in U.S. Dollars, and duration of funding. Total funding, including outside source and NIH, should be within the established post-doctoral stipend range.

**Note: IC cannot provide a supplement solely to provide health insurance coverage. A stipend must also be authorized.**

**In addition, include these documents according to immigration status:**

**J-1 transfer to NIH sponsorship:**
- ❑ Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- ❑ Ensure properly completed Form 829-2 or –7, particularly Block 38 (Form 829-2) or Block 39 (Form 829-7)

**J-1 Student:**
- ❑ Copy of **all** Forms DS-2019 (and IAP-66) for J-1 **and** J-2 dependents
- ❑ Letter of authorization for academic training from RO/ARO

**F-1 Student with OPT:**
- ❑ Copy of **all** Forms I-20 (all pages) for F-1
- ❑ Current Form I-20 authorized for OPT
- ❑ Copy of valid Employment Authorization Document (EAD)

**J-2 (Dependents of J-1):**
- ❑ Copies of all Forms DS-2019 for J-2 and J-1
- ❑ Copy of valid Employment Authorization Document (EAD)

**Adjustment Applicants (for LPR):**
- ❑ Copy of valid Employment Authorization Document (EAD)

**Other nonimmigrant classifications:**
- ❑ Copy of valid Employment Authorization Document (EAD) or other USCIS authorization to work

*For any nonimmigrant classification not listed, please consult with your DIS Team.*

> **Send or deliver above documents to DIS:**
> Building 31, Room B2B07
> 31 Center Drive MSC 2028
> Bethesda, MD 20892-2028
> Telephone: (301) 496-6166
> FAX: (301) 496-0847

> Keep copies of
> **EVERYTHING**
> you send to DIS

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